

***Excel Spreadsheet Aligned with the CSHP-PANT-HIV Indicators
for Distribution, Professional Development
and Individualized Technical Assistance***

Directions For Use

This spreadsheet is an *OPTIONAL* tool that sites *may* decide to use to help them track the CDC *Indicators* related to distribution of materials (DIST), professional development (PD) and individualized technical assistance (ITA). Feel free to modify as you wish! Sites may choose to use this spreadsheet as an alternative to Training Tracker (or some other database tracking system).

This spreadsheet is designed to be used in conjunction with the ***Indicator Topic Outline*** (color-coded document), which is an “at-a-glance” view of the *Indicator* topics calling for number totals. There are several worksheets in this file. You may use the separate ones for each category of activity OR the one marked “All”.

1. **District Name:** Put the name of each district you serve here. You may put the names in alphabetical order or in numerical order.
2. **School Name:** Place the name of each school under the appropriate district. Again, you may choose alphabetical order or numerical order.
3. **External Partners:** List the external partners who have received services (organization name only).
4. **Regional Support Units:** List the regional support units who have received services (organization name only).
5. **Targeting Priority Populations:** On the worksheet that tracks instances of targeting priority populations, there is a column to track activities by school and a column to name the Priority Population that was targeted in each school.

There are two ways to track activities using this spreadsheet:

- For the purpose of the *Indicators*, it is not necessary for you to count more than one activity of the same type at a single school, external partner or regional support unit. The *Indicators* ask for the number of schools, districts, external partners and regional support units that received each activity – not the number of times overall. For example, if you distribute a copy of your HIV policy to two individuals at the same school, it is not necessary to place a “2” in the POLICY: DIST - HIV ED box for that school. You may wish to place an X in that box instead.
- However, you may wish to track numbers for reasons unrelated to the *Indicators*. This template is set up to track these numbers and keep a running total for each district on the line marked District TOTAL. If you create additional lines to the spreadsheet, remember to check the formulas to ensure that they are still adding the appropriate lines.

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